



Joni Putkinen

SPORT SECRETARY

Contact

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Capabilities

Excellent skills in writing

Constant drive to learn more and adapt new knowledge and technologies

Values that show in my work: responsibility, fairness, consistency, transparency, sense of direction

Mathematical and logical thinking

Capabilities in prioritising things, to put things into perspective

Ability to discern problems from non-problems and the ability to plan and solve those problems.

Summary

Sport Secretary in the municipality of Ilomantsi. Manager and executive leader for both the youth sector and sport sector. I'm in charge of planning, development and implementation of municipal services. A team player whose mission is to make life easier for everyone through meaningful work, develop sustainable practices and to point out the growth potential that lives in each and every one of us.

Work Experience

SPORT SECRETARY

The municipality of Ilomantsi • 2022 -

- Working as a team manager for sport and youth sector in communal services
- The improvement and maintenance of sporting sites and facilities and the development of youth activities; general sport management
- Projects: club activities for children and youth, preventive work against psychoactive substances
- Responsibilities in financials and invoicing; workplace instructor; supervisor and director of youth council
- Customer service, co-operation with partners and stakeholders; communication with public citizens; implementation of inquiries
- Financial planning and execution; in charge of investments and investment-planning
- Event organizer; PE-instructor when needed

SALES NEGOTIATOR

Enia Oy • 2021 - 2022

- Telemarketing: selling products for a Finnish telephone company, Elisa. Product range includes mobile devices, network and mobile connections and different entertainment services

Academic profile

UNIVERSITY OF JYVÄSKYLÄ

Master of Sports Sciences, 2018

- Major: social sciences of sport
- Speciality: communal sport services and management
- Readiness to work in different positions in municipal sector and sport management

UNIVERSITY OF JYVÄSKYLÄ

Master of Social Sciences, 2018, 2019

- Two degrees: one from sociology and the other from philosophy
- Readiness for analytical thinking and research
- Inquiries, statistical analysis and research

Skills

- Excellent and diverse IT-skills: Microsoft Excel, Powerpoint, Outlook, Publisher
- Knowledgeable in programs used in municipalities, eg. Titania, Dynasty ja Rondo
- Extensive studies in executive management (including project and transition management).
- Communication and reportage in social media (Facebook, Instagram) and on website
- Statistical analysis: IBM SPSS
- Adobe Creative Cloud: Photoshop, Premiere Pro, Acrobat